

## DESIGN BUILD POLICY UPDATED

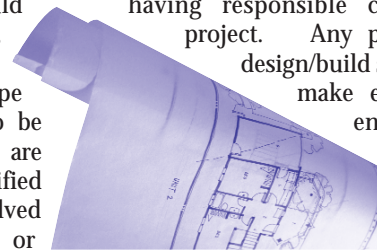
**T**he Board of Architectural and Engineering Examiners has recently revised its policy on the issue of design build. The revised policy was adopted on January 9, 2003, and is listed below:

Contractors, without in-house registrants, offering "design/build" services are in no way authorized to perform actual architectural, engineering, or landscape architectural services. Such professional services must be performed by duly qualified registrants in conformity with the provisions of Tennessee Code Annotated (T.C.A.), Title 62, Chapter 2, and the Board's Rules of Professional Conduct.

Contractors may offer "design/build" services to the public without having to comply with the firm disclosure and supervision requirements of T.C.A., Title 62, Chapter 2, Part 6, provided no "architectural," "engineering," or "landscape architectural" services are offered in-house. In such event, any contractor without in-house registrants offering design/build services should have organized the design team, comprised of Tennessee registered architects, engineers and landscape architects competent in the work to be performed, prior to the time services are formally proposed. Additionally, qualified Tennessee registrant(s) shall be involved in any activity in preparation for or

leading to a signed contract. Members of the design team should be included in any meeting with clients in which the project is discussed.

Any plans, specifications, and/or reports which are part of a proposal, and all subsequent construction documents, shall be prepared and sealed by the registrant(s) having responsible charge of the project. Any person offering design/build services should make every effort to ensure proper coordination of design drawings for the project.



## THE NCIDQ INTERIOR DESIGN EXPERIENCE PROGRAM

The Interior Design Experience Program (IDEP) is a monitored, documented experience program administered by the National Council for Interior Design Qualification (NCIDQ) for graduates of interior design education programs.

The career path of a professional interior designer involves formal education, entry-level work experience, and a qualifying examination. Entry-level work experience is required of candidates for the NCIDQ examination, as well as by the major interior design organizations for professional membership. State and provincial registration boards require proof of quality interior design experience for registration.

IDEP has been developed to assist entry-level interior designers in obtaining a broad range of quality professional experience and to establish performance guidelines for the work experience of new interior designers. The program serves as the essential transition between formal education and professional practice, recognizing the unique differences between programs of education and diversity of practice.

It facilitates the development of competent interior designers who can provide exemplary interior design services and

work as members of teams of professionals involved in the design of the built environment.

### IDEP:

- Reinforces the interior design graduate's education.
- Promotes the acquisition of professional discipline, skills and knowledge.
- Provides structure, direction, resources, and support to the training experience.
- Contributes to the development of competent interior designers.
- Enhances the interior design entry-level work experience.

### Why Participate in IDEP?

IDEP allows recent interior design graduates to track their progress in the workplace prior to participating in the NCIDQ examination process. Participants will benefit by ensuring they obtain the necessary exposure to critical aspects of the

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# Barbara's Corner

by Barbara Bowling,  
Executive Director  
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As you travel around the State of Tennessee, you see an infinite number of design projects that have evolved over time and have added significantly to the public's economic and community development and well-being. Many of these projects may have been officially recognized by various professional societies with presentation of awards to the various designers. These projects, as a general rule, do not receive or require the Board's attention.

Increasingly, building officials, consumers, and, yes, even design professionals are asking the Board office whether it is acceptable for a single design professional to perform the entire design of a project and seal all the drawings incident thereto. Not all design projects (depending on the scope of work involved) may require a full range of design professionals to be involved; however, it is the expectation of the Board as well as codes enforcement officials that major design projects for those building occupancies which require the involvement of design professionals in the preparation and submission of plans (assembly, educational and institutional occupancies, and all other occupancies over 5,000 square feet unless exempt) be represented by the full spectrum of design professionals—architects, landscape architects, and engineers from the various engineering disciplines required (civil, structural, electrical, mechanical, fire protection, plumbing, etc.). While Tennessee law does not require the registration of engineers by discipline or define the practice of architecture, engineering, or landscape architecture due to some practice areas overlapping among the respective professions, this does not mean that a registrant of the Board has carte blanche to sign and seal multiple disciplines for an entire design project.

The primary obligation of a design professional's practice is the duty to protect the public's health, safety, and welfare in the performance of his or her professional duties. Tennessee law and the Board's Rules of Professional Conduct require a design professional to limit his or her professional services to those practice areas in which he/she is competent based on education or experience. Unlike other regulated professions, a design professional accepts the fiduciary responsibilities at a level well

beyond the level expected of others in the marketplace. Not only does a client place in the hands of the design professional a greater sense of loyalty and good faith, the client also expects the design professional to exercise his skills and intelligence on the client's behalf at all times without the necessity of skeptical oversight. Design professionals, unlike other professions, must consider the impact of their technical skills not only over a long period of time, but also how their work will impact the public as a whole.

What does this mean regarding the design drawings that you have sealed or are involved in?

1. The plans to which you have affixed your seal, signature, and date of signature should represent the practice areas you are competent to provide services in based on your education or experience.
2. There should be sufficient detail on final, sealed working drawings/plans to not only exhibit compliance with applicable building and fire codes, but to relieve contractors and other installation personnel from any necessity of having to fill in the "design gaps" by making design decisions in order to get the project built. A registrant must maintain a level of quality of standard of care in his or her design presentations where the public is adequately protected, and must not "furnish limited services in such a manner to enable unregistered persons to evade the registration requirements."
3. All design professionals involved in the project must be Tennessee registrants on active status.

The seal and the need for the seal are at the core of the registration statute. If the seal is applied to design drawings of low standards of care, quality, or level of details, the seal is devalued. If the design professional's seal does not protect the public, it is of no value, and the registration statute is devalued as well. Your seal signifies your efforts to achieve your education, experience, and registration in order to practice and as such should represent your professionalism. While you have been granted the authority to sign and seal documents and plans for submittal to public authorities by meeting the established minimum standards for registration, this authority should be considered a privilege and not a right.

While the majority of our registrants adhere to the highest standards of professional practice and serve as positive role models for their respective professions, service in areas outside of one's competence remains the number one enforcement issue related to our registrants.

## Engineer Board Member Resigns

Joe B. Emison, Jr. of the Pickering Firm in Memphis recently resigned as a member of the Board of Architectural and Engineering Examiners. Mr. Emison was appointed by Governor Sundquist in 2001. The Board appreciates his service and contributions to the engineering profession and the public.

## New Board Officers

The following Board members were elected at the May 2003 Board meeting as officers for the period from July 1, 2003, to June 30, 2004:

*Robert L. Sylar, PE, FNSPE, Chair*  
*B. Mark Freeman, AIA, Vice-Chair*  
*Andrew Pouncey, ASLA, Secretary.*

## DID YOU KNOW?

Full-time interior design educators are eligible to take the National Council for Interior Design Qualification (NCIDQ) examination for free. Participants must be members of the Interior Design Educators Council (IDEC). Please contact NCIDQ at 202-721-0220, or visit [www.ncidq.org](http://www.ncidq.org), for an application or more information.

Beginning in 2004, all interior design programs wishing to be considered for accreditation by the Foundation for Interior Design Education Research (FIDER) must lead to the awarding of a baccalaureate degree. Programs that are currently accredited that do not culminate in a bachelor's degree have until January 1, 2010, to comply with the new requirement.



# Information On Examinations



The Board would appreciate your sharing information about these professional examinations with interns in your office.

## Architecture

The National Council of Architectural Registration Boards (NCARB) has recently implemented some minor changes to the Building Planning Division of the Architect Registration Examination (ARE). Effective in early March 2003, candidates will only be able to create rectangular stair enclosures in the Schematic Design vignette. (The "L-shaped" stair option is no longer available.) Additionally, the shape of the executive desk has been changed for the Interior Layout vignette. The Council will also implement a \$35 exam rescheduling fee, beginning July 1, 2003. This fee will be assessed when candidates make any changes to their previously scheduled appointments. Candidates will also be required to select their future appointment date at the time they notify the Prometric Candidate Services Call Center of their schedule change.

Future information about the ARE and free practice software are available at the National Council of Architectural Registration Boards' (NCARB's) web site: [www.ncarb.org](http://www.ncarb.org).

### Exam Results (10/24/02-5/13/03)

	Total	Pass
Bldg. Planning	36	26
Bldg. Technology	30	16
Constr. Doc. & Svcs	22	20
Gen. Structures	20	16
Lateral Forces	17	13
Mat. & Meth.	17	16
Mech. & Elec.	22	15
Pre-Design	21	17
Site Planning	28	18

## Engineering

Beginning in October 2003, the National Council of Examiners for Engineering and Surveying (NCEES) will assume responsibility for administering and proctoring the engineering examinations in Tennessee. As a result, the Fundamentals of Engineering application deadlines have been adjusted to better accommodate NCEES. At the present time, exam applicants will still submit all fees to the Board. However, it is anticipated that by October 2004, all exam fees will be paid directly to NCEES. It is also anticipated that there may be some consolidation of exam sites in order to conserve exam administration costs.

- Fundamentals of Engineering Examination-

### Application Deadlines:

	Seniors*	Non-seniors**
Spring Exam	Jan. 15	Jan. 1
Fall Exam	Sept. 1	Aug. 1

\*Engineering students with senior status in the engineering curriculum.

\*\*Those who have already been awarded an undergraduate degree in engineering.

The FE exam is administered in Chattanooga, Cookeville, Franklin, Knoxville, Martin, and Memphis on:

October 25, 2003  
April 17, 2004

- Principles and Practice of Engineering Examinations-

The application deadline for new applicants for the spring Principles and Practice of Engineering (P&P) exam is December 1. The fall deadline is July 1. New exam applicants must submit all required supporting documentation by January 1 for the spring exam and by August 1 for the fall exam to ensure that their applications are processed prior to the exam-scheduling deadline. The exam will be given in Franklin, Knoxville, and Memphis on:

October 24, 2003  
April 16, 2004

To facilitate scheduling of the P&P exams, retake requests and fees should be received by the board office by March 1 for the spring exam and September 1 for the fall exam. Registrants wishing to take other exam disciplines must submit a written request to the Board with the exam fee by the above deadlines. The examination fee is currently \$100, and the retake fee is \$175. The exam fee will increase to \$125 in October 2004. The Structural II exam fee is \$475. Those wishing to take the Structural II exam must already be registered either by taking the Civil or Structural I exams as the basis for registration.

### April 2004 Exam Changes

- The FE reference handbook will change to a new 6th edition in April 2004. The handbook will be available at the National Council of Examiners for Engineering and Surveying (NCEES) website: [www.ncees.org](http://www.ncees.org).
- The format for the Structural II exam will be changing with the April 2004 exam administration. The new exam will contain four problems and they will be scored as a composite. There will be four problems covering bridges and four problems covering buildings. An examinee that answers bridge

problems in the morning will be required to answer bridge problems in the afternoon. An examinee that answers building problems in the morning will be required to answer building problems in the afternoon. Examinees will be required to pass the total exam in a single administration. Beginning in April 2004, examinees will no longer be able to pass the morning and afternoon portions separately. Examinees who have passed one portion of the old exam have until October 2003 to pass the whole exam. Examination specifications for the new format will appear on the NCEES website ([www.ncees.org](http://www.ncees.org)) six months prior to the first administration.

**Study Materials Available from NCEES** - The National Council of Examiners for Engineering and Surveying (NCEES) has study material for the Fundamentals of Engineering, Principles and Practice of Engineering, Structural I and II examinations. Available materials include the FE reference handbook, sample questions and solutions, and practice problems (on CD-ROM). Study materials may be ordered from the NCEES website: [www.ncees.org](http://www.ncees.org).

Exam Results	(10/02)	
	Total	Pass
FE	410	248
P&P	231	116

Exam Results	(4/03)	
	Total	Pass
FE	496	344
P&P	192	101

## Landscape Architecture

The Landscape Architect Registration Exam (LARE) will be given in Nashville on:

December 8-9, 2003  
June 14-16, 2004

The application deadline for new applicants is January 15 of each year.

### Exam fees are as follows:

	Jun. 2003	Dec. 2003
Section A	\$60	\$60
Section B	\$100	\$100
Section C	\$200	\$215
Section D	\$160	\$160
Section E	\$200	\$215

Exam Results	(12/02)	
	Total	Pass
Section C	6	3
Section E	5	1

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# Disciplinary Action Taken By The Board

## FORMAL ACTIONS:

*Thomas E. Bachtold, R.A. #101747*  
Marietta, Georgia

**VIOLATION:** Practiced in areas outside of competency; affixed Tennessee architectural seal and signature to all phases of design drawings, including architectural, mechanical, plumbing, and electrical. Did not prepare mechanical, plumbing and electrical design drawings, nor were they prepared under his responsible charge. T. C. A. §62-2-306 and Rules of the Board: 0120-2-.08, 0120-2-.03, 0120-2-.07.

**PENALTY:** Surrender certificate of registration.

**FINAL ORDER:** May 15, 2003

*Halton Charlton, Non-Registrant*  
McKenzie, Tennessee

**VIOLATION:** Unlicensed practice of architecture and engineering. T. C. A. §62-2-101 and §62-2-105.

**PENALTY:** \$1,500 civil penalty.

**FINAL ORDER:** May 15, 2003

*John F. Deubler, P. E. #103627*  
Pasadena, Maryland

**VIOLATION:** Failure to supply continuing education documentation for hours claimed in a timely fashion as requested during audit process. Rules of the Board: 0120-5-.10.

**PENALTY:** Letter of Warning, take and pass the Board's Law and Rules exam.

**FINAL ORDER:** January 9, 2003

*Gerard C. Dunn, P. E. #23383*  
Woodsboro, Maryland

**VIOLATION:** Failure to supply required documentation of continuing education hours claimed during audit process. Registration had been previously renewed based on certification of having obtained the required hours. T. C. A. §62-2-308(a)(1)(B) and Rules of the Board: 0120-5-.10.

**PENALTY:** Revocation of registration and \$500 civil penalty.

**FINAL ORDER:** February 24, 2003

*William A. Dunn, P. E. #13616*  
Atlanta, Georgia

**VIOLATION:** Misrepresentation of continuing education hours claimed on registration renewal form and failure to supply requested documentation for hours claimed during audit process. Registration had been previously renewed based on certification of having obtained the required hours. T. C. A. §62-2-308(a)(1)(B) and Rules of the Board: 0120-5-.04.

**PENALTY:** Certificate of registration suspended indefinitely until proof is supplied of having obtained the required continuing education hours for which he was deficient for the 2000-2002 renewal period.

**FINAL ORDER:** January 9, 2003

*Christian Hettinger, R.A. #13013*  
Memphis, Tennessee

**VIOLATION:** Practiced architecture on an expired certificate of registration. T. C. A. §62-2-105 and §62-2-306.

**PENALTY:** \$1,000 civil penalty and take and pass the Board's Law and Rules exam.

**FINAL ORDER:** January 9, 2003

*Marks A. Levy, P.E. #23355*  
Indianapolis, Indiana

**VIOLATION:** Misconduct based on being disciplined in another jurisdiction, which resulted in the suspension of his registration, payment of a civil penalty, and passing of an ethics course. T. C. A. §62-2-308 and Rules of the Board: 0120-2-.07.

**PENALTY:** Six-month suspension of Tennessee certificate of registration.

**FINAL ORDER:** May 15, 2003

*Thomas J. Lonergan, Non-Registrant*  
Louisville, Kentucky

**VIOLATION:** Unlicensed practice of engineering. T. C. A. §62-2-101 and §62-2-105.

**PENALTY:** \$5,000 civil penalty.

**FINAL ORDER:** February 6, 2003

*Warren McCormick, Non-Registrant*  
West Palm Beach, Florida

**VIOLATION:** Unlicensed practice of landscape architecture. T. C. A. §62-2-101 and §62-2-105.

**PENALTY:** \$2,250 civil penalty.

**FINAL ORDER:** May 15, 2003

*R. Duane Monical, P. E. #10645*  
Noblesville, Indiana

**VIOLATION:** Practiced engineering while on "inactive status." T. C. A. §62-2-101, §62-2-105, and §62-2-306 and Rules of the Board: 0120-2-.08.

**PENALTY:** \$1,500 civil penalty and take and pass the Board's Law and Rules Exam.

**FINAL ORDER:** May 15, 2003

*Scott L. Morris, P. E. # 15210*  
Cleveland, Tennessee

**VIOLATION:** Failure to obtain the required continuing education hours after Board disapproval of submitted hours. T. C. A. §62-2-308 and Rules of the Board: 0120-5-.11.

**PENALTY:** Indefinite suspension of certificate of registration.

**FINAL ORDER:** May 23, 2003

*William David Peeler, R.A. #100665,*  
Expired  
Gulf Shores, Alabama

**VIOLATION:** Practiced architecture on an expired certificate of registration. T. C. A. §62-2-105 and §62-2-306.

**PENALTY:** \$2,000 civil penalty and take and pass the Board's Law and Rules Exam.

**FINAL ORDER:** November 21, 2002

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## Disciplinary Action...cont.

Lynn Wyatt Pool, R.A. #19938, Expired  
Ridgeland, Mississippi

**VIOLATION:** Practiced architecture on an expired certificate of registration.  
T. C. A. §62-2-105 and §62-2-306.

**PENALTY:** \$2,000 civil penalty and take and pass the Board's Law and Rules Exam.

**FINAL ORDER:** March 13, 2003

Thomas A. Retseck, P. E. #13923  
Chattanooga, Tennessee

**VIOLATION:** Practiced in areas outside of competency; affixed Tennessee engineer's seal, signature and date to architectural drawings. Rules of the Board: 0120-2-.03.

**PENALTY:** Warning issued by Board, \$1,500 civil penalty, and take and pass the Board's Law and Rules Exam.

**FINAL ORDER:** May 15, 2003

Maria Rossini, Nonregistrant  
Atlanta, Georgia

**VIOLATION:** Unlicensed practice of architecture. T. C. A. §62-2-101 and §62-2-105.

**PENALTY:** \$2,500 civil penalty.

**FINAL ORDER:** May 15, 2003

Randall A. Van Der AA, P. E. #104109  
Vicksburg, Michigan

**VIOLATION:** Felony conviction; misconduct. T. C. A. §62-2-308 and Rules of the Board: 0120-2-.07.

**PENALTY:** Revocation of certificate of registration.

**FINAL ORDER:** May 15, 2003

Michael David Weaver, R. A. # 19965,  
Expired  
Bristol, Virginia

**VIOLATION:** Practiced architecture on an expired certificate of registration.  
T. C. A. §62-2-105 and §62-2-306.

**PENALTY:** \$1,500 civil penalty and take and pass the Board's Law and Rules Exam.

**FINAL ORDER:** November 21, 2002

## INFORMAL CONFERENCES:

On February 7, 2003, and March 13, 2003, the Board conducted the following informal conferences:

**ALLEGATION:** Unsealed plans had been submitted to a building official. It appeared that the firm had no Tennessee registrants; however, an investigation revealed that all plans had been properly signed and sealed. A firm disclosure had also been filed listing someone in an office other than the office out of which architectural services were being offered.

**DECISION:** Submit an updated firm disclosure form to the Board for the office in which services are being offered. The Board also stressed that any drawing must be sealed and that the registrant should be in control of the seal at all times.

**ALLEGATION:** A registered engineer prepared plans for a subdivision; critical lot plans were altered by non-registrants that were then submitted for re-approval to a local Planning Commission and Department of Public Works. One of the non-registrants involved in altering the plans also misrepresented himself on a business card by using the title "architectural design."

**DECISION:** 1) Letter of Caution to the contractor informing it that its employees are practicing engineering and are in non-compliance with the law by allowing non-registrants to prepare critical lot plans, that its use of the title "Architectural Department" was not in compliance with the law, along with a request of assurance from the contractor that they intend to comply with the law, and 2) a letter to be sent to the Public Works Department, Planning Commission, and the Water and Sewer Division stating that their procedures for approving critical lot plans with major drainage and grading changes from the original plans are not in compliance with the law.

**ALLEGATION:** Engineering services were being offered on a company's website without having the required registrants to provide/offer services.

**DECISION:** Closed. The Board advised the company to: use the language from the specification sheets that had been presented to the Board on their drawings; use a responsible registered engineer to do any required engineering for the projects; comply

with local codes; and see any drawings produced by engineers in relation to the work done for the company.

**ALLEGATION:** Non-registrant prepared preliminary plans for an addition to an existing business that was of the size and scope requiring registrants of the Board. The preliminary plans were submitted to a local building official for review and approval.

**DECISION:** Non-registrant submitted an affidavit to the Board in which he attested that he is aware of the law and rules and gave his assurance that in the future he will comply with the law and rules and not prepare preliminary plans on buildings that require registrants of the Board. The Board requested that a Letter of Caution be issued.

**ALLEGATION:** A registered architect may have performed services outside of his areas of competence.

**DECISION:** Letter of Caution with a request for assurances that on future projects he will hire Tennessee registered engineers to prepare and seal the engineering phases of the plans.

## Examinations...cont.

Unofficial exam scores are now available at the Council of Landscape Architectural Registration Boards' (CLARB's) web site: [www.clarb.org](http://www.clarb.org).

## Interior Design

The Interior Design Qualification exam will be given on:

October 3-4, 2003

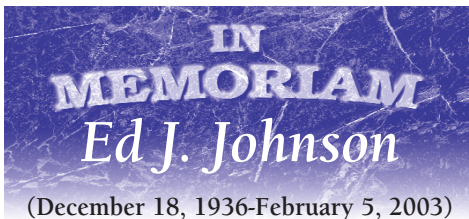
April 16-17, 2004

October 1-2, 2004

To request an application for the exam, call the National Council for Interior Design Qualification (NCIDQ) at 202-721-0220. The application deadline for the spring exam is December 1; the deadline for the fall exam is June 1. More information is available at NCIDQ's web site: [www.ncidq.org](http://www.ncidq.org).

### Exam Results

	10/02	28 examinees	
		Total	Pass
Section I		18	14
Section II		15	14
Section III		23	17



By Granville Taylor, AIA, NCARB

On February 5, 2003, the Board as well as the architectural community lost a very gifted, dedicated, and conscientious professional, Ed Johnson, who passed away at the age of 66. As a registered architect in over 40 states, he completed hundreds of facilities, including the state office building where our Board office is housed, that have shaped numerous skylines. Over the last 12 years, he focused on healthcare design across the country with a particular emphasis on mental and community health facility design.

Mr. Johnson earned his Bachelor of Architecture degree in 1960 from Washington University in St. Louis, Missouri, and first became registered with the Tennessee Board on September 5, 1964. In the early 1960's he co-founded Yearwood and Johnson Architects, and in 1991 he was a founding member of Johnson Johnson Crabtree Architects, P. C. In addition to his regular architectural practice, he was active for many years within the architectural profession through:

- AIA-Tennessee--served as President in 1981, and was presented with the Presidential Award of Merit in 1983, 1996, and 2000, and the Distinguished Service to the Profession Award in 1984.
- Tennessee Board of Architectural and Engineering Examiners--appointed to the Board in 1996, and was subsequently reappointed in 2000; served as Secretary of the Board from

July 1, 1997-June 30, 1999, Chair of the Board from July 1, 1999-June 30, 2000, and more recently as Chair of the Architect Committee. He was a frequent author in the Board's newsletter, Tennessee Design Lines, and was the primary researcher and developer for the Board's rules regarding electronic signatures.

- The National Council of Architectural Registration Boards (NCARB)--served on the Procedures and Documents Committee and as the Board's representative to the Southern Conference of NCARB.

Within the Nashville, Tennessee community, he was an active member of Calvary United Methodist Church, President of the Mental Health Association of Nashville, and Chairperson of the Metropolitan Port Authority.

## FREQUENTLY ASKED QUESTIONS

### QUESTION:

Are registrants required for design of building utilities such as electrical service, steam systems, refrigeration systems, etc., where no changes or additions to the building are necessary?

### ANSWER:

Yes. The intent of the law is that registrants be involved in design work pertaining to the lawful practice of architecture, engineering, or landscape architecture. Use of an electrical or mechanical engineer is not precluded simply because a general contractor is not involved in building or building structure addition and/or modifications.

### QUESTION:

Are designs (plans and specifications) for "pre-engineered" buildings exempt from the requirement that a registrant of the Board prepare and seal them?

### ANSWER:

No. Pre-engineered buildings are not automatically exempt. The design of pre-engineered steel structures or structural components (i.e., trusses, buildings, etc.) must be prepared, sealed, signed, and dated by a Tennessee registrant. There may be additional engineers, architects, or landscape architects needed for the remaining portions of the project (i.e., electrical, plumbing, HVAC, site design, soils analysis, building circulation and

exiting, physically handicapped criteria, landscaping, etc.).

### QUESTION:

How are design professionals selected and design fees handled for public projects?

### ANSWER:

Design professionals for public works projects in Tennessee are not selected through the competitive bid process, but are chosen through quality-based selection, meaning that the contract is awarded based on recognized competence and integrity. In the procurement of architectural and engineering services, the selection committee/procurement official:

- 1) may seek qualifications and experience data from any firm or firms licensed in Tennessee and interview such firms;
- 2) shall evaluate statements of qualifications and experience data regarding the procurement of architectural and engineering services, and shall conduct discussions with such firm or firms regarding the furnishing of required services and base selection on the firm deemed to be qualified to provide the services required; and
- 3) shall negotiate a contract with the qualified firm for architectural and engineering services at compensation which the selection committee/procurement official determines to be fair and reasonable to the government and in making such determination, the selection

committee/procurement official shall take into account the estimated value of the services to be rendered, the scope of work, complexity and professional nature thereof. [T.C. A. §12-4-106].

### QUESTION:

What types of documents require a seal?

### ANSWER:

The Rules of Professional Conduct (Rule 0120-2-.08) require that the registrant shall affix his or her seal, signature, and date of signature to any bound or unbound set of working drawings or plans and the original cover or index pages identifying all specification pages covered, reports, or other documents.

### QUESTION:

Are inactive and retired registrants still required to renew their registrations?

### ANSWER:

Yes, registrants on inactive or retired status are still required to renew their registrations every two years. While inactive registrants are exempt from the professional privilege tax and the continuing education requirement, they are still required to pay the \$140 biennial renewal fee and submit a properly completed renewal of registration form. Retired registrants do not have to pay the renewal fee or report continuing education, but they must still submit a properly completed renewal form to renew their registrations.



## NCIDQ...cont.

practice of interior design. By completing this program, participants will be better prepared for the NCIDQ examination.

### IDEP Benefits to Participants

- Provides the opportunity to apply the lessons learned in the formal education period.
- Gives structure and direction to the training experience.
- Records and validates the work experiences.
- Promotes the development of professional interior design discipline, skills and knowledge.
- Augments preparation for the NCIDQ examination.
- Provides a professional mentor for support and advice in the initial critical phase of an interior design career.
- Provides a vehicle for quantifying interior design work experience for registration and future career opportunities.

### IDEP Benefits to the Employing Firm

- No direct costs to employing firm.
- Enhances communication between the employer and the participant.
- Tracks participant development through experience time sheets.
- Identifies employees who are participants in the program and interested in diversity of tasks for professional development.
- Encourages additional experience through auxiliary education.

- Identifies employee's commitment to the profession.

### IDEP Benefits to the Profession

- Establishes a standard process for experience documentation.
- Enhances the professionalism of the practice of interior design.
- Improves the quality of future interior design professionals.

### IDEP Eligibility

Entrance is restricted to those individuals who have graduated from Foundation for Interior Design Education Research (FIDER) Professional Level Programs in the last two years. A complete list of accredited programs can be found at [www.fider.org](http://www.fider.org).

### IDEP Participation

- Participation in IDEP is voluntary.
- All IDEP participants must find their own jobs; the program is not designed as an employment placement service.
- Entry-level designers will participate in the program for a minimum of 3,520 experience hours. To satisfy the requirements, participants must complete specific training in each of the following categories: programming, conceptual/schematic design, design development, construction documents, project administration, post occupancy evaluation, and business practices. Experience may be achieved by working directly in the area, by observing others who are engaged in

such work, or by attendance at meetings, lectures, and seminars.

- Participants will perform tasks outlined in the program which have been developed from research on current professional practice in interior design.

### IDEP Requirements

- IDEP participants must be graduates of a FIDER professional level program.
- Participants must provide NCIDQ with college transcripts.
- Employment must be in the practice of interior design.
- Agreement with an employer to participate in the program.
- Supervisors must be NCIDQ certificate holders or registered interior designers or architects.
- A mentor, not connected to the employing firm, must be selected by the participant to act as an advisor. Mentors must be NCIDQ certificate holders or registered interior designers or architects.
- Submission of IDEP documentation forms to NCIDQ, as required.
- Submission of applicable IDEP fees to NCIDQ, as required.
- Participants must notify NCIDQ of any change in employment or supervisor.

To learn more about the IDEP program, or to obtain an IDEP application, contact NCIDQ at 202-721-0220, or visit [www.ncidq.org](http://www.ncidq.org)

## Tennessee Board of Architectural and Engineering Examiners Address Change Form



It's the rule ... if you move, you need to give the Board your new mailing address within 30 days. We would also appreciate knowing when you change employers. This is your personal responsibility and not your employer's. We know you want to receive your license renewal notices, newsletters, and other important communications promptly. If you have a change to report, please complete and return this form to the Board of Architectural and Engineering Examiners, 500 James Robertson Parkway, 3<sup>rd</sup> Floor, Nashville, TN 37243-1142. You may also submit address changes by e-mail; send them to Frances Smith at <[frances.p.smith@state.tn.us](mailto:frances.p.smith@state.tn.us)>.

Please do **NOT** submit a change of address with payment of the professional privilege tax; the Department of Revenue does not forward these to the Board.

Name \_\_\_\_\_ Profession \_\_\_\_\_

Firm/Employer \_\_\_\_\_ Certificate # \_\_\_\_\_

Mailing Address (circle: home or work) \_\_\_\_\_

City, State, and ZIP \_\_\_\_\_

Phone Numbers (including area code) Home \_\_\_\_\_ Office \_\_\_\_\_

E-mail Address \_\_\_\_\_ Fax Number \_\_\_\_\_

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## IN MEMORIAM

The Board and Staff wish to extend our sympathies to the families and friends of these individuals who have honored their professions:

### Architects

Cleveland, James M., #2555  
Koehler, Clements C., #21379  
Parker, Aubrey J., #21763  
Swaney, Charles R., #4434

### Engineers

Arendt, John W., #10248  
Berry, Earl, Jr., #106695  
Cantrell, Robert W., #13357  
Cooper, Robert E., #12159  
Elrod, Henry Alexander,  
#12265

Flowers, Ab, #2353  
Gran, Mirwais, #105114  
Kelley, William D., #9471  
Kiely, Donald M., #7067  
Kosko, William W., #6558  
McGinnis, Henry J., #102255  
Nichols, Donald E., #2403  
Overton, Donald E., #10457  
Pohto, Herbert A., #3556  
Shroyer, Edward E., #1097  
Simmons, Samuel L., #103951  
Southerland, William H., Jr.,  
#23352  
Sumner, Jack, #3464  
Walker, Benjamin R., #16156

If you have a name that should be recognized in this section, please contact the Board office.

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